

Campus Leadership Application
(Residence Life, Orientation, Service, International Education)
2009-2010 Academic Year

This application can be used to apply for the following positions:

- Resident Assistant (RA)
- Peer Assistant (PA) for the First Year Experience
- Kinney Coordinator (KinCo)
- International Education Intern (IEI)
- International Peer Advisor (iPA)

Each applicant must complete the enclosed application and submit two recommendation forms as indicated.

Please read the information sheets found in the Student Community Fileserver under "Campus Leadership Application" (\\Fileserver1\student_community\Student_Affairs\Public\Campus Leadership Application) for specifics on the position(s) for which you are applying.

The evaluation process for each candidate will vary by office, but *may* consist of the written application, references, individual interviews and networking reception. In addition, the educational records of each applicant may be reviewed.

**Turn in your application in the
Office of Student Affairs (4th Floor in the Burrow Center)
by 5:00 pm on Friday, February 6th.**

Interviewing Tips for a Campus Leadership Position

Understand the Position and Complete a Self-Evaluation: Please read the position descriptions found on the Student Community Folder in the ROSIE Application Folder. Feel free to talk with a staff member if you have questions. Do you have the interest and skills required for the position?

Leadership: In what activities have you been involved which demonstrate leadership ability or potential? Have you held an office in a club or organization? Have you done volunteer or community service work?

Ability to Relate to People: In what settings have you worked with groups of people? Do other people feel comfortable sharing their concerns or problems with you? How would you assess your ability to communicate effectively?

Knowledge of Rhodes: Are you aware of the resources available on campus? Are you aware of College policies? What have you enjoyed about your educational experience at Rhodes College?

Time Management: Are you aware of the particular time commitments for the position? Do you have sufficient time to devote to this position and still maintain high academic standards?

Programming: Are you aware of the programming expectations? Have you implemented any programs or activities in previous positions that you have held? What programs have you enjoyed? What programs would you like to see implemented? What changes would you like to see in current programs?

Self-Development: What kinds of training do you think you might need? Are you able to discuss your strengths and weaknesses as they pertain to the position? How well do you accept constructive criticism? Are you able to give constructive criticism?

Prepare for the Interview: Consider the following interview tips:

- Review the questions above.
- Be on time.
- Appearance is important, but it is not necessary to "dress up" for the interview.
- Give clear, concise responses to questions you are asked. Provide specific examples to support your responses.
- Try to relate experiences back to the position in which you are applying.

Recommendations:

- Choose your recommendation writers carefully. Faculty recommendations need to be from a person who could assess your academic performance in the classroom.
- Make your request early. Set personal deadlines prior to application deadline. Follow up with each person.
- Send a thank you note.

Campus Leadership Application

(Residence Life, Orientation, Service, International Education)

Please type or print neatly.

PERSONAL DATA

Name: _____ Preferred: _____
Rhodes ID #: _____ Local Address: _____
Campus Box #: _____ Local Phone #: _____ Cell Phone #: _____
E-Mail: _____ Hometown: _____ High School: _____

Will you be at Rhodes the entire 09-10 academic year? _____

If not, please explain: _____

For which position(s) are you applying? (Check all that apply).

Resident Assistant (RA) International Education Intern (IEI)
 Peer Assistant (PA) for the First Year Experience International Peer Advisor (iPA)
 Kinney Coordinator (KinCo)

ACADEMIC DATA

Cumulative GPA: _____ Last Semester GPA: _____
Major: _____ Expected Graduation Date: _____

REFERENCES - Please give the names of your references.

Faculty Member: _____ Resident Assistant: _____

WAIVER OF RIGHT TO ACCESS

I hereby voluntarily waive all rights of access to the contents of this application for the positions noted above (including interview notes, recommendations, and other personal information) as conferred by the Family Educational Rights and Privacy Act of 1974, as amended. I understand that my consideration for the positions does not depend upon the signing of this waiver.

Signature of Applicant

Date

Please type your responses to the following questions. See next page for position specific supplemental questions and other information.

1. Why are you applying for this position and what do you hope to gain from the experience? (Please answer this question for each position for which you are applying.)
2. Describe the experience that has had the most impact on you so far at Rhodes.
3. Describe how a particular faculty member has been a resource for you both inside and outside the classroom.
4. Please list your college activities and honors. In which activities will you be involved next year? How much time will they require (include student teaching, service, theatre, internships, athletics, etc.)?

Supplemental Questions and Information

Please complete the following questions for each position for which you apply:

Resident Assistant (RA)

Students who are participating in Study Abroad programs and will only be living on campus one semester are still encouraged to apply. RAs may also have roommates if he/she would choose to do so.

1. Information Sessions are opportunities to learn a little more about the RA role from current RAs. They will be held on:

- a) Wednesday, January 14th at 7 pm in EV Lodge
- b) Monday, January 19th at 7 pm in EV Lodge
- c) Wednesday, January 21st at 7 pm in EV Lodge
- d) Sunday, January 25th at 7 pm in EV Lodge

2. Candidates must complete the housing registration process in February 2009.

3. Candidates must maintain a cumulative and previous semester's GPA of at least 2.8.

4. In an attached document, please answer the following questions:

- a) How would you describe the RA position to a friend? Include the different roles and duties an RA plays on the floor/hall.
- b) Please describe three ways you can positively influence community development on your floor/area.
- c) What are your greatest strengths and how can you use those strengths within the RA position?
- d) Do you think that the RA position will affect how you currently manage your time? If so, how?

5. Below are the processes for RA Selection which are required of all applicants:

- a) Candidates are required to complete a duty round with a current RA (someone other than the RA who is writing your recommendation) between February 1, 2009 and February 25, 2009.
- b) Candidates will have an option of attending one of two group activities. This will provide a chance for you to get to know returning staff and help us to get to know you. You will sign up for a date and time when turning in your application.
- c) Interviews will be held during the weeks of February 16-26. Sign up for an interview in the Student Affairs Area (Burrow, 4th Floor) when you return your application.
- d) Lunch with the current staff during the weeks of February 16-26. Sign up for a time in the Student Affairs Area (Burrow, 4th Floor) when you return your application.

6. Please see the Resident Assistant position description in the application folder.

7. Notification will be sent via campus mail on by March 6, 2009.

Peer Assistant (PA)

1. Peer Assistants will be required to return on Saturday, August 15, 2009 for staff training. Fall Orientation will begin Friday, August 20 and continue through Wednesday, August 26, 2009.
2. List any activities you will be involved in during the fall that could interfere with staff training or the Orientation program.
3. In your opinion, what messages about college life should first-year students obtain from a New Student Orientation Program?
4. Briefly describe three ways that an upper class student could assist a first-year student in their academic, personal, and social development.
5. Interest meetings will be held on the following dates to discuss the position descriptions and give you an opportunity to meet members of the 2008 Orientation Staff.
 - a. Thursday, January 15th at 6:30 pm in Orgill
 - b. Tuesday, January 20th at 6:30 in Orgill
 - c. Monday, January 26th at 6:30 in Orgill
6. Interviews will be held from February 9th through February 20th. Sign up for an interview in Student Affairs when you return your application.

Kinney Coordinator (KinCo)

1. Which areas of service interest you the most? (Prioritize #1, #2, and #3)
 Women's Services
 Hospitals and Health Care
 Hunger and Homelessness
 Peace and Justice
 The Environment
 Mentoring and Education
 Senior Citizens' Services & Independent Living
 Faith-Based Ministries
 Multilingual and Multinational Programs
 Special Projects, Outreach and Publicity
 GLBT Advocacy
 The Arts
 Another area of service: _____
2. List your most meaningful volunteer and community service experiences.
3. In your opinion, what are the greatest strengths of the Kinney Program?
4. What do you think is one of the greatest challenges ahead for community service at Rhodes? What would you do to meet that challenge as part of the Kinney Coordinating Team?

International Education Intern (IEI)

1. In what ways has your international experience (studying abroad, travel, volunteering in the international community or living with an international student) affected you?
2. What strengths, skills, and attributes can you contribute to the team in the Buckman Center for International Education?
3. After the review of your application, you may be contacted to schedule an interview during office hours the week of Feb. 11.

International Peer Advisor (iPA)

1. Which term and year did you study abroad?
2. What program did you study abroad with, and where?
3. Did you study abroad more than once? List your other Study Abroad programs.
4. What subjects/courses did you take while abroad?
5. What are your available time blocks for meetings?
6. Please list your previous and current leadership experiences.
7. What was your most valuable/unforgettable learning experience while abroad? (i.e. What did you gain from your abroad experience that you want others to know about and experience themselves?)
8. How do you think you could effectively communicate your answer to #7, with the aim of motivating future study abroad students to also study abroad?
9. Did you encounter any difficulties or issues during any process of your abroad experience? (Applying, departing, living abroad, or returning). What can you suggest/contribute to the iPA team to help solve these difficulties for future study abroad students? Also, what do you think the Buckman Center and the iPA team can do to help relieve transition anxieties (both leaving for abroad and returning to the Rhodes community)?
10. What are your ideas for increased/more effective advertisement for Study Abroad?

**TURN IN YOUR APPLICATION IN THE OFFICE OF STUDENT AFFAIRS (4TH FLOOR IN THE BURROW CENTER)
BY 5:00PM ON FRIDAY, FEBRUARY 6TH.**

Campus Leadership Application

(Residence Life, Orientation, Service, International Education)

Recommendation from a Faculty Member

(Person must be able to assess your classroom performance and attitude)

To be completed by the applicant:

I am applying for the following position(s) - (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Resident Assistant (RA) | <input type="checkbox"/> International Education Intern (IEI) |
| <input type="checkbox"/> Peer Assistant (PA) for the First Year Experience | <input type="checkbox"/> International Peer Advisor (iPA) |
| <input type="checkbox"/> Kinney Coordinator (KinCo) | |

I, _____, am applying for the above position(s). Under the provisions of the Family Educations Rights and Privacy Act,

I have retained my right of access to this reference.

I have waived my right of access to this reference.

Candidate Signature Date

To be completed by the Faculty Member:

Information on each of the campus positions can be found on the back of this form. The Selection Committee will consist of faculty, staff, and students who will use your feedback solely for selection purposes. Please evaluate the following characteristics of the applicant:

	Poor	Below Average	Average	Good	Excellent	N/A
1-1 Communication Skills	1	2	3	4	5	x
Social Skills/Group Interaction	1	2	3	4	5	x
Academic Resourcefulness	1	2	3	4	5	x
Organization	1	2	3	4	5	x
Leadership Potential	1	2	3	4	5	x
Decision Making	1	2	3	4	5	x
Initiative	1	2	3	4	5	x
Promptness	1	2	3	4	5	x
Dependability	1	2	3	4	5	x
Attitude	1	2	3	4	5	x
Creativity	1	2	3	4	5	x

Please comment on the applicant's strengths, weaknesses, and suitability in the position for which s/he is applying.

Recommendations Submitted by: _____ (print name)

Signature date

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BY 5:00PM ON FRIDAY, FEBRUARY 6TH.**

Recommendation from a Faculty Member Position Descriptions

Kinney Coordinating Team (KinCo) As a team, Kinney Coordinators develop partnerships between students and social service agencies in order to meet the needs of the community. Successful Kinney Coordinators actively recruit volunteers, coordinate service initiatives, increase awareness of issues, and promote activism.

Peer Assistant (PA) Peer Assistants are a select group of upper class students who will assist new students in their academic, personal and social development through a semester-long mentoring/helping relationship. They must be academically successful, knowledgeable about the campus and available resources, able to relate well to other students and a positive role model. Qualities that successful candidates demonstrate include personal initiative, a willingness to learn, a positive attitude, reliability, respect for community standards and a true desire to help others. Successful candidates are also willing to devote an ample amount of time toward programming initiatives that aid in the overall development of first-year students.

Resident Assistant (RA) This leadership opportunity is a paid position, and the RA plays an important role in the residential functions of the College. The RA position requires skill in the following areas: Communication, sponsorship of community activities, mediation and conflict resolution, positive role modeling, policy interpretation, community development, peer counseling/helping skills, and the ability to learn on the job.

International Education Intern (IEI) International Education Interns assist in the planning and implementation of student programs related to international education, particularly study abroad. Interns are also expected to assist international students in their academic, personal and social adjustment to college beginning with a special orientation program the week prior to classes (August 13). Successful candidates will possess good communication skills, strong organizational skills and a keen interest in international education.

International Peer Advisor (iPA) iPAs are returned study abroad students who use their combined experiences to increase awareness and enthusiasm about Study Abroad for future study abroad students. iPAs are advocates for education abroad opportunities through education and outreach. They advise future study abroad students on subjects such as: how to apply to study abroad, what to expect, how to prepare for leaving/returning, and how to make the most of their experiences. iPAs are responsible for participating in and helping coordinate Pre-Departure events, Returning Programs, and Study Abroad discussion tables. iPAs can expect to write letters for the Sou'Wester and appear on the air with Rhodes Radio.

Campus Leadership Application

(Residence Life, Orientation, Service, International Education)

Recommendation from a Current Resident Assistant

To be completed by the applicant:

I am applying for the following position(s) - (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Resident Assistant (RA) | <input type="checkbox"/> International Education Intern (IEI) |
| <input type="checkbox"/> Peer Assistant (PA) for the First Year Experience | <input type="checkbox"/> International Peer Advisor (iPA) |
| <input type="checkbox"/> Kinney Coordinator (KinCo) | |

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I have retained my right of access to this reference.

I have waived my right of access to this reference.

Candidate Signature Date

To be completed by the Resident Assistant:

Information on each of the campus positions can be found on the back of this form. The Selection Committee will consist of faculty, staff, and students who will use your feedback solely for selection purposes. Please evaluate the following characteristics of the applicant:

	Poor	Below Average	Average	Good	Excellent	N/A
1-1 Communication Skills	1	2	3	4	5	x
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Organization	1	2	3	4	5	x
Leadership Potential	1	2	3	4	5	x
Decision Making	1	2	3	4	5	x
Initiative	1	2	3	4	5	x
Promptness	1	2	3	4	5	x
Dependability	1	2	3	4	5	x
Attitude	1	2	3	4	5	x
Creativity	1	2	3	4	5	x

Please comment on the applicant's strengths, weaknesses, and suitability in the position for which s/he is applying.

Recommendations Submitted by: _____ (print name)

Signature date

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Recommendation from a Current Resident Assistant Position Descriptions

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